

BASF Construction Chemicals South Africa (Proprietary) Limited

MANUAL

**in terms of Section 51 of
The Promotion of Access to Information Act 2 of 2000
(the "ACT")**

as at December 2015

1. COMPANY CONTACT DETAILS

1.1. Persons designated/duly authorised persons:

1.1.1. Directors:

Morgan Govender (Managing Director);
Joan Maria Garcia Girona; and
Kumarasen Govender

1.1.2. Information Officer for the purposes of the Act:

Name: Joan Maria Garcia Girona
Postal Address: P O Box 2801, Halfway House 1685, South Africa
Street Address: 852 Sixteenth Road, Midrand, Johannesburg, South Africa
Telephone: +27 11 203 2442
Email: joan-maria.garcia-girona@basf.com

2. THE ACT

2.1. The ACT grants a requester access to records of a private body, if the record is required for the exercise or protection of any rights. If a public body lodges a request, the public body must be acting in the public interest.

2.2. Requests in terms of the ACT shall be made in accordance with the prescribed procedures, at the rates provided. The forms and tariff are dealt with in paragraphs 6 and 7 of the Act.

2.3. Requesters are referred to the Guide in terms of Section 10 which has been compiled by the South African Human Rights Commission, which will contain information for the purposes of exercising Constitutional Rights. The Guide is available from the SAHRC.

2.4. The contact details of the Commission are:

2.4.1. Postal Address: Private Bag 2700, Houghton, 2041
2.4.2. Telephone Number: +27-11-877 3600
2.4.3. Fax Number: +27-11-403 0625
2.4.4. Website: www.sahrc.org.za

3. APPLICABLE LEGISLATION

- 3.1. Labour Relations Act
- 3.2. Employment Equity Act
- 3.3. Basic Conditions of Employment Act
- 3.4. Compensation for Occupational Injuries and Diseases Act
- 3.5. Companies Act
- 3.6. Value Added Tax Act
- 3.7. Income Tax Act
- 3.8. Occupational Health and Safety Act

4. Schedule of Records

Category of Record	Description of Record
Financial Records	Annual Financial Statements
	Accounting Records
	Banking Records
	Bank Statements
	Electronic banking records
	Asset Register
	Rental Agreements
	Invoices
	Tax returns
	VAT records
	PAYE records
	Product Customer Information
Environment, Health and Safety Records	Material Safety Data Sheets
	Environment Health Safety and Quality Policy
	Drug and Alcohol Policy
	Reproductive Health Policy
	Environmental Surveys
	Occupational Hygiene Surveys
	Effluent Analysis
	Waste disposal certificates
Company Act Records	Documents of Incorporation
	Memorandum of Incorporation
	Minutes of Board of Director's Meeting
	Minutes of Director's Meeting
	Records relating to the appointment of directors, auditors, company secretary, public officer and other officers
	Share register
	Other statutory registers
	Personnel Documents and Records
	Medical aid records
	Provident fund records
	Disciplinary records
	Salary records
	Disciplinary code
	Code of conduct
	Leave records
	Training records
	Workmans compensation records
	Employee specific court orders
	Documents issued to employees for income tax purposes
	Records of payments made to SARS on behalf of employees
	All other statutory compliance, such as: <ul style="list-style-type: none"> • VAT • Skills Development Levies • UIF • Workmen's Compensation

5. HOW TO MAKE A REQUEST

To facilitate the processing of your request, kindly:

- 5.1. Use the prescribed Form C, available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.
- 5.2. Address your request to the Head of the Company (CEO).
- 5.3. Provide sufficient details to enable the COMPANY to identify:
 - 5.3.1. The record(s) requested;
 - 5.3.2. The requester (and if an agent is lodging the request, proof of capacity);
 - 5.3.3. The form of access required;
 - 5.3.4. The postal address or fax number of the requester in the Republic;
 - 5.3.5. If the requester wishes to be informed of the decision in any manner (in addition to written) the manner and particulars thereof;
- 5.4. The right which the requester is seeking to exercise or protect with an explanation of the reason the record is required to exercise or protect the right.

6. PRESCRIBED FEES

The following applies to requests (other than personal requests):

- 6.1. A requestor is required to pay the prescribed fees (R50.00) before a request will be processed;
- 6.2. If the preparation of the record requested requires more than the prescribed hours (six), a deposit shall be paid (of not more than one third of the access fee which would be payable if the request were granted);
- 6.3. A requestor may lodge an application with a court against the tender/payment of the request fee and/or deposit;
- 6.4. Records may be withheld until the fees have been paid.
- 6.5. The fee structure is available on the website of the SOUTH AFRICAN HUMAN RIGHTS COMMISSION at www.sahrc.org.za.